



## **JOB DESCRIPTION**

Position Title: **Special E.O.P. Worker**

Working Area: **Parks & Recreation**

Class Code: 1793

Non-Exempt

EEO Code: 08

Effective Date: August 30, 2002

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### **Major Function**

Performs moderate manual work in routine housekeeping and domestic tasks throughout the assigned area.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Sweeps, and rakes sidewalks, tennis courts and playground surfacing.

Empties waste baskets and takes out trash for disposal.

May deliver supplies to various areas and perform messenger services within assigned park.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Ability to perform and follow oral instructions. Ability to perform physically demanding job duties.

Ability to understand and carry out routine instructions.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

### **Working Conditions**

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. Duties performed outside the office may require prolonged standing or walking with some moderate lifting required to perform duties.